

**CDVA Disability Advisory Committee**  
**Meeting Minutes**  
**Tuesday, November 18, 2008 10:30 AM – 11:30 AM**  
**HQ Executive Conference Room Videoconference Meeting**  
**Attendees: Jeremy Nasca, Binh Thai, Craig Osborn, Stewart MacKenzie, Jo**  
**Page, Sue Rose-Wilson**

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**I. Recruitment Project-**

- Ty (HR) put together a sample recruitment packet for review by the committee. Upon approval by the committee, this packet will be sent out to various organizations for recruitment of persons with disabilities.
- Craig and Stewart (VSD) agreed to provide lists of veterans organizations for contacts.
- Discussion about making contact with these organizations and other means of reaching out to disabled individuals; e.g., TAPS, Wounded Warriors, college career fairs/centers, CDVA website, job fairs attended by HR.
- DAC could collaborate with VSD with regard to their current disabled veterans outreach efforts.
- Discussion of how to do outreach to persons with disabilities who are not veterans.
- Craig (VSD) would like to review contents of recruitment packet in more depth and make possible recommendations for additions.

**II. ADA Project-**

- Binh (Admin Svcs) drafted project proposal for Administration, which will be sent out to all members for review and approval after revision by Sue (EEO).
- Brief review of project and requirements of Title II for benefit of new members.
- Discussion about most appropriate means to connect with and survey disabled employees and customers of CDVA. VSD suggested surveying disabled veteran customers with a standard form and 5-6 questions, as their experience has been that these individuals are happy to volunteer information related to their disabilities.
- Discussion about ensuring that persons with disabilities have been given due consideration with regard to evacuation procedures. Stacey Frank (Health & Safety) could be invited to a future DAC meeting to discuss this information.

**III. “Freedom, America Remembers” Event-**

- Overview of issue for committee- the Secretary requested that the DAC take this project on, which entails a request for a quadriplegic artist, who paints with a brush held in his mouth, to display his tribute artwork, dedicated to fallen soldiers, at CDVA. Sue (EEO) contacted the artist recently and he was receptive to displaying his artwork at the agency, but is at present busy with other projects. He agreed to follow up next week.

